

# HEALTH AND SAFETY POLICY

## OF

# THE JUDD SCHOOL

### Responsible people named in this policy:

Headteacher	Jon Wood
School Business Manager/First Aid Officer	Hilary Goldsmith
Premises Manager	Al Griffin
H&S Officer/Fire Officer	Tristan Kemp
Link Governor for Health and Safety	Bill Webb

**Policy approved: 9 October 2019**

**Next review date: by October 2020**



# HEALTH AND SAFETY POLICY STATEMENT

## OF

### THE GOVERNORS OF THE JUDD SCHOOL

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**Health and Safety at Work Act 1974**

**HEALTH AND SAFETY POLICY STATEMENT**

**OF**

**THE GOVERNORS OF THE JUDD SCHOOL**

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**SECTION A - Statement of Intent**

The Headteacher and Governors are committed to establishing and implementing arrangements that will:

- ensure staff and students are will be safeguarded when on School premises, or engaged in off-site activities (e.g. School trips, sports events, etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, students and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, students and visitors safe.

Signed: .....  
Headteacher

Signed: .....  
Chairman of Governors

Date: .....

Date: .....

Review Date: October 2020

## SECTION A – RESPONSIBILITIES

### A1 The Governing Body

Responsibility for the health and safety of students lies with the Governing Body of the School, either as the employer of School staff or because it controls School premises (or both).

- The Governing Body will promote a strategic overview for health and safety.
- The Governing Body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, students or visitors at risk while they are on the premises.
- The Governing Body will make adequate provision for maintenance of the School premises and equipment within the School's delegated budget.
- The Governing Body will support and monitor health and safety within the School.
- The Governing Body will appoint a Governor to co-ordinate health and safety from a strategic point of view.

<b>Name of Appointed Health and Safety Governor: Bill Webb</b>
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### A2 The Headteacher

At School level, the Headteacher has the day-to-day responsibility for ensuring the premises are healthy and safe. He is responsible for ensuring that staff, students and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

In so doing, he may delegate certain tasks and responsibilities to the Senior Leadership Team (SLT), Premises Manager, Heads of Department and other members of staff. For specific areas of responsibility see Appendix A.

#### **The Headteacher is responsible, amongst other listed duties, for the following:**

- Ensuring that this document is reviewed at least annually (normally through the F&GP Committee), modified if needed and any changes communicated to staff.
- Including relevant Health and Safety issues in the School Development Plan (SDP).
- Ensuring that all staff are aware of the contents of this Health and Safety Policy statement. A copy of this document is posted on the health and safety notice board in the staffroom and is available on Judd Info/Policies. New staff will be made aware of this policy, emergency procedures and any relevant supporting documents during induction.
- Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices.
- Ensuring that the requirements of any Enforcement Officer (eg HSE Inspector, Fire Officer, Environmental Health Officer) are properly addressed.
- Checking that the Health and Safety requirements are actually implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.

- Ensuring that each employee's responsibility regarding health and safety is included in his/her job description.
- To ensure risk assessments are undertaken, recording significant findings and reviewed annually. Any issues should be reported to the SBM in the first instance.

Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

### **A3 Health and Safety Officer**

The Health and Safety Officer should make routine tours of the School with the Premises Manager. They should advise the Headteacher of any unsatisfactory matters or concern raised by students/staff or visitors, including any training needs identified. From time to time the Link Governor for Health and Safety will accompany. They should ensure emergency evacuation procedures are in place. In addition, he/she will monitor and evaluate the Health and Safety (Smartlog) software to ensure all allocated tasks are completed by the relevant staff member.

### **A4 Premises Manager**

The Premises Manager is responsible on a day-to-day basis for noting damage to the fabric of the building or the site and for highlighting potential dangers. He should take action wherever he can to remove the hazard, or report to the Headteacher if action cannot be taken to remove the hazard or danger.

Carry out the allocated tasks of the Health and Safety compliance software.

### **A5 Duties of Employees**

It is the responsibility of all staff under Section 7 of the Health & Safety at Work etc. Act 1974 to:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. Staff are reminded that a breach of these duties could lead to prosecution of the School or an individual and that failure to comply with health and safety requirements could lead to disciplinary action.
- Co-operate fully with the School or any other person on health and safety matters.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health and safety or welfare.
- Comply with the School's policies and procedures.
- Have a duty to report all health and safety concerns to the Headteacher or their line manager.
- Check their classroom or workspace is safe and that equipment is in good working order, correctly used and maintained. Staff should be vigilant and watch for potential hazards, checking that emergency exits, corridors, staircases, floors and foyers are free from clutter. If you can remove the hazard or make the area safe you should do so, otherwise immediately report to the relevant Head of Department or Premises Manager.
- Complete and return, when asked for, the 'room audit sheets'.

**All staff must be fully conversant with this Policy Statement. A copy is available on the Staff Room notice boards, or electronically on the school network.**

**A6 Heads of Biology, Chemistry and Physics**

Each Head of Department has specific responsibility for health and safety relating to his/her own subject area, including the preparation and review of risk assessments, establishing safe working practices and the implementation of COSHH regulations and CLEAPPS guidance. Review risk assessments as necessary, and at least annually, maintaining written proof of these checks.

**A7 Head of Art, Head of Design Technology/Food & Nutrition**

Heads of Department in these areas have specific responsibility for their classrooms, workshops and technicians, ensuring that safe work practices are followed and that appropriate risk assessments are in place and reviewed. Ensure compliance with relevant safety regulations and guidance, such as CLEAPPS, COSHH, machine specific H&S training and regulations and Food Hygiene Standards.

**A8 Head of PE/Games**

Head of PE/Games has specific responsibility for all PE related activities and ensuring sport is carried out in a safe and healthy manner and ensures all necessary risk assessments are in place, adhered to and monitored regularly following the Association for Physical Education (AfPE) guidance detailed in "Safe Practices in Education".

**A9 Heads of Department**

All Heads of Department must consider and risk assess all hazardous activities associated with their subject, students they teach and their physical environment.

**A10 Form Tutors**

Form tutors are required to ensure that students understand and are fully conversant with fire, evacuation and first aid procedures at the beginning of each term.

**A11 Students**

Students should be adequately supervised at all times and should not be left unattended in potentially hazardous situations (laboratories, workshops, etc.). The Governors recognise that we need rules to allow everyone to work properly, safely and enjoyably. Appropriate behaviour is encouraged at all times during the School day. Inappropriate behaviour can increase the risk of accidents occurring.

**A12 Local Authority Health and Safety Unit**

The Local Authority Health and Safety Unit is available to give advice, guidance and support on all aspects of health and safety. Occupational health and welfare services are also available to all employees.

**A13 Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: Reception and Staff Room.

- Supervision of young workers/trainees will be arranged / undertaken / monitored by the Headteacher or other delegated key members of staff.
- The Headteacher will supply adequate information, instruction and supervision for all staff, students and visitors to ensure their health and safety.

#### **A14 Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the SLT member in charge of induction.
- Training will be identified, arranged and monitored by the Assistant Headteacher - Operations, delegated by the Headteacher, and reviewed by the Governing Body.
- Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is: Personnel Administrator on SIMS.
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#### **A15 Monitoring**

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the School building and grounds three times a year.
- The Assistant Headteacher - Operations is responsible for investigating accidents although the accountability lies with the Headteacher.
- The School Business Manager is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

### **SECTION B – ARRANGEMENTS**

#### **B1 Health and Safety Risks arising from School Activities**

- Risk assessments will be undertaken by the Headteacher, School Business Manager, Premises Manager, Cleaning Supervisor, Activity Leader and relevant Heads of Department.
- All group leaders are responsible for undertaking risk assessments on each trip/activity that they organise.
- The Headteacher will be responsible for reporting the findings of risk assessments to relevant staff, governors and contractors who may be affected.
- The Headteacher will be responsible for ensuring that action required is implemented and that the risks have been reduced/removed.
- Risk assessments will be reviewed on an annual basis or when the work activity changes.
- All pedestrian routes are to be kept clear of obstructions.

## **B2 Communication and Consultation with Employees**

- The Health and Safety Law Poster is displayed in Reception and in the Staff Room.
- A copy of this policy is on the notice board in the Staff Room or available electronically.
- Health and Safety issues must be discussed as a standing agenda item at any staff meeting.
- The Judd School has a Health and Safety Committee which meets termly to discuss Health and Safety matters.

## **B3 Safe Plant and Equipment**

- Any problems found with plant/equipment must be reported to the Premises Manager, who will arrange for appropriate action to be taken.
- The School Business Manager, with the assistance of the Premises Manager, will be responsible for ensuring that effective maintenance procedures are drawn up and that all identified maintenance is implemented. Refer to the Premises Management Policy.
- The Premises Manager will arrange for all portable electrical equipment to be checked regularly and at least annually, and will be responsible for keeping up-to-date records. All staff must carry out visual inspections.
- KCC Property Section will arrange for the major fixed wiring circuits to be checked at least once every five years (Quantec).

## **B4 Safe Handling and Use of Substances**

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 requires that an assessment be made of the risks involved in using hazardous substances.

Everyone who uses these substances must be informed about, as well as being instructed and trained in their use. The Cleaning Supervisor will be responsible for undertaking risk assessments and for monitoring the safe usage of these substances by our cleaning staff and reviewing arrangements annually, or more frequently if necessary. The Cleaning Supervisor will check that new substances can be used safely before they are purchased. Data sheets must be kept on all cleaning products used. In addition, the three science, DT, Food and Art Technicians must ensure COSHH Regulations are similarly followed within their respective subjects, with regular checks carried out to ensure products remain safe. A list should be held which shows what substances are held in stock and the location. The location is also to be shown on the schools site plans.

The School Business Manager is responsible for arranging COSHH training for new staff.

All hazardous products must be disposed of safely and comply with all disposal regulations. Safety Data Sheets for approved chemicals and cleaning agents must be obtained from the supplier and risk assessed.

## **B5 Heads of Science Safety Procedures**

- The Heads of Science must ensure that all staff working in the department are familiar with current procedures and safety advice (see Department Health and Safety document), including new staff.
- The Heads of Science will regularly monitor compliance with COSHH regulations.
- Science staff should be aware of the necessary action needed to deal with students whose hair or clothes have been set on fire.

- Fume cupboards are tested annually under contract and records are kept by the Estates Manager or Technicians.
- Hazard Sheets (Hazcards) and Chemical and Mercury Spillage Kits are in all laboratories. Waste is removed in accordance with current legislation.
- Laboratories have emergency measures for irrigating eyes and skin following chemical splashes. Neutralisers should be available for spillages on floors, benches, and clothing or for when irrigating by running water is impractical.
- The Radiation Protection Supervisor is the Head of Physics who keeps records of all radioactive sources. S/He also undertakes regular leak testing on container sources. The School endorses 'The Use of Radiation Sources in Schools (AM 1/92) Local Rules for Teachers and Radiation Protection Supervisor' (Kent CSA).
- The Head of Chemistry is responsible for the safe disposal of chemicals and the Head of Physics for radioactive sources.

## **B6 Design Technology/Art**

- All machinery, including dust extraction is tested and serviced annually, repaired as necessary and appropriate records are kept in the DT office.
- Technology staff must be qualified to use specialist machinery. Where a member of the art department wishes to use tools and equipment they should also be suitably qualified.
- Safety standards are in keeping with Health and Safety regulations, most notably BS4163:2014 as well as the use of the CLEAPPS model risk assessments.
- Power breakers are fitted to the supply in the DT rooms and extension cables with breakers attached are used elsewhere, as necessary.
- All practical equipment for Art will be installed and used as recommended by CLEAPPS MRA's.

## **B7 PE and Games**

- The Head of PE monitors all activities to ensure adherence to published guidance from AfPE (Association for Physical Education) and the Departmental Risk Assessments, Schemes of Work and Handbook, reviewing them annually or as necessary.
- Proper kit should be worn and jewellery or other personal effects must not be worn whilst undertaking physical activity.
- Games and PE staff should be aware of any medical condition or disability which may affect a student during physical activity and make allowances for these.
- PE and gym equipment is checked annually and contracts are in place. Records are kept of inspections and defects are immediately remedied or the equipment is put out of use until it can be repaired. The gym equipment (excluding the Fitness Suite) inspection is arranged by the School Business Manager; however, it is the responsibility of the Head of PE to flag up any Health and Safety issues with other equipment. The Fitness Suite annual checks are arranged by the Head of PE/Games.

## B8 First Aid, Accidents and Work-Related Ill Health

### First Aid

- First Aid Boxes are located in the following locations. Staff should take these boxes to the Pastoral Support Officer for re-stocking as necessary.

The First Aid boxes are located at: Reception, Staff Room, Food Technology, Sports Hall, DT Classrooms, Premises Office, Finance Office and Science Prep Rooms.

- The **First Aid Officer** is responsible for ensuring that First Aiders qualifications are up-to-date, there are sufficient first aiders and the Personnel Administrator arranges appropriate training.

A list of trained First Aiders is displayed in Reception, Staff Room, classrooms, and is available on JuddInfo/admin/medical.

- All staff must be aware of the risk of infectious diseases when dealing with body fluids. Disposable plastic gloves are available in the Staff Room, Sick Room at Reception, PE Department and Premises Office.
- A first aid risk assessment will be carried out by the First Aid Officer to determine the above factors.

No medication, including paracetamol, should be given to students. Supply of epipens and asthma inhalers need to be readily available from the students. If in doubt contact Reception for more details.

### Individual Health Care Plans (IHCP)

Since September 2014, students with medical conditions and those who bring medicines to school must complete an "Individual Health Care Plan" (IHCP). As medicine is administered at school, a member of staff must log this on the IHCP.

### Accidents

All accidents, including 'near misses' are to be reported on an accident form available from the School Office for the Headteacher (delegated to the School Business Manager) to evaluate and act as necessary. Form HS160 should be sent off to the Local Authority and HSE if an investigation is needed. All reportable Third Party Accidents (students, visitors and contractors) are to be logged on HS157 and sent to KCC.

Certain diseases or accidents which result in a specified major injury, or which require three or more days absence from work, must be reported to the Health and Safety Executive (HSE) on Form F2508 as soon as possible but within ten days of the incident. **This is a legal requirement.**

All reportable incidents under RIDDOR '95 will be reported to the HSE, via KCC, by the School. If a student needs to be sent to hospital, an ambulance should be requested (unless the casualty is in a stable enough condition to be accompanied by a member of staff) and parents informed.

## **B9 Emergency Procedures – Fire and Evacuation**

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken annually and implemented (a legal requirement). The assembly point in the event of an evacuation is on the All Weather Pitch.

- Emergency evacuation (i.e. fire drill) is practiced once a term and a record is kept by the Premises Manager. At least one drill is operated without warning. The first fire drill of the academic year must be in the first two weeks of term to instruct new students and staff.
- The Premises Manager ensures that the fire alarm, fire doors and emergency lighting are tested once a week and a record kept in the Fire Log Book.
- Fire extinguishers are maintained and checked annually by KCC Property Services.
- Escape routes, fire doors, fire safety signs and identification of escape routes are clearly marked and checked regularly by the Premises Manager and a record made in the Fire Log Book.
- Fire alarms, including emergency lighting, are maintained quarterly by KCC's contractor.
- Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Annually, a Fire Risk Assessment is carried out and recommendations carried out.

Fire procedures are displayed at appropriate points around the School.

In the case of bomb alerts, the same procedure will be followed as for fire, except the muster point will be the lower playing fields (further procedures are available in the KCC document 'Emergency Planning for Kent Schools).

Please also refer to The Judd School Fire Safety Policy.

## **B10 Other Emergency Procedures**

- The School will hold appropriate Emergency Procedures as drawn up with the KCC Emergency Planning Unit, (tel: 01622 694800, email: [emergency.planning@kent.gov.uk](mailto:emergency.planning@kent.gov.uk)).
- The School will have procedures for alerting parents to collect children (for example in the event of severe weather).

Please refer to the Business Continuity Plan.

## **B11 Personal Safety**

### **Working Alone**

Staff working alone in School must ensure they put their light on (switch in box by reception or appropriate indication for other school buildings such as pin, "in/out" slide etc.) and may need to lock the building from inside to ensure their own safety and the building's security. Staff must lock and secure windows and doors (and alarm when necessary) when they leave.

Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no one *at high risk of injury* must work alone in School.

Staff working outside normal hours should inform someone else of their whereabouts and expected time of return. Staff making home visits should visit in pairs if there is any likelihood of an aggressive reception. Staff taking money to the Bank should vary the time and journey, if possible. Two members of staff should go where large sums of money are involved (in excess of £2,000 in cash).

### **Unauthorised Persons**

Any unauthorised person identified on site should be reported immediately to the School Office or Premises team. Staff should take steps to protect themselves and avoid confrontation. If appropriate, the Police should be called to assist.

### **Staff Welfare**

Staff should complete a Self-Certification Form upon return to work after a period of absence. A medical certificate will be required for absences in excess of seven days (including weekends).

A Return to Work interview may be carried out by your Line Manager if the absence is stress-related, recurring, or for a period in excess of seven days.

Form links are available on RMUnify.

All staff have access to free counselling support through KCC Support Line (01622 605539) and the School's own counsellor.

## **B12 Security**

All visitors, including contractors, must report to Reception, sign the visitors' book and wear a visitors' badge on a lanyard, colour coded for visitors, contractors and governors. At the completion of their visit, they must sign out and return their badge. Visitors' safety instructions are displayed in Reception.

Contractors must ensure that they are conversant with relevant health and safety arrangements, such as evacuation procedures and sign the asbestos register when they do works on site.

All visitors are answerable to the Headteacher for Health and Safety matters whilst on site.

All staff will be expected to wear an Identity Badge at all times whilst moving around the School site. It MUST be removed if it is a risk in any way to the member of staff whilst carrying out their work e.g. cleaners, science, DT and premises staff.

## **B13 Work Stations, Laptops and Display Screen Equipment (DSE)**

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to 'users' of visual display units (VDU's). A 'user' is defined as someone who uses a VDU for a significant part of their normal work.

The IT Manager is responsible for identifying users within the School and ensuring a DSE questionnaire is carried out for each user. This should be reviewed as necessary and at least

bi-annually. Where laptops are used, safe systems of work, including charging, will be devised by the IT Manager.

### **Information Technology**

- IT will be installed safely, with due consideration given to ventilation for server rooms and computer suites. Be aware of and treat appropriately issues arising from Asbestos.
- Ensure Working at Heights training has been completed before doing so.

### **B14 School Minibuses**

The School endorses the KCC Minibus Safety Code of Good Practice. Staff who drive the minibus must have passed the driver training course and be aware of their responsibilities under the Code of Practice and relevant legislation. The driver must ensure that seatbelts are worn and that the minibus is left clean and tidy with adequate fuel for the next user. Smoking is not permitted on the minibus.

Records of journeys undertaken by the minibus driver must be kept by completing the log book in each bus.

Any faults or damage should be reported immediately to the Premises Team. Keys must be returned as soon as possible after use.

### **B15 Premises Repairs and Maintenance**

- The School will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff, such as lighting, heating, ventilation, space, condition of floors and general welfare facilities. Safety signs must be used, where appropriate, to ward off any hazards from maintenance, repairs or cleaning.
- The School will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to School facilities, such as washrooms for students and staff, medical accommodation and indoor temperatures.
- Staff who identify faulty equipment, furniture, or a dangerous occurrence should report it to the Premises Team, either on the relevant form or via email to: [premises@judd.kent.sch.uk](mailto:premises@judd.kent.sch.uk). Any item of equipment identified as faulty must be taken out of service immediately.

### **B16 Manual Handling**

Staff should be careful when lifting/carrying objects so as not to run the risk of strain or injury, separating them into smaller loads where possible. Risk assessments are carried out, when necessary, and appropriate training given for specific duties. All materials, equipment and other items must be stored and stocked tidily at a height which is not a hazard and is safe.

HSE 'Getting to Grips with Manual Handling' offers further guidance. A copy is available from the Premises team or as an electronic copy.

### **B17 Electrical/Gas Safety**

All fixed installations are tested at least every five years by KCC Property Services.

All portable appliances are regularly tested by an external company using a portable appliance tester. A sticker is displayed on tested appliances indicating pass (green) and the date tested. Failed appliances (red) must not be used until repaired and passed fit for use. A log is kept of PAT tests and inspections.

The use of multi-point adaptors should be avoided if possible and extension leads, if used, must be fully unwound and the cable covered over, so as not to cause a trip hazard. Care should be taken with trailing leads to ensure they are secured and covered.

Any damaged/faulty equipment should be reported to the Premises Team.

All gas appliances must be gas safety checked annually by the Estates Manager via approved contractors, and relevant certification retained and filed. Any remedial works where a risk is identified must be carried out.

### **B18 Personal Protective Equipment (PPE)**

All students and staff are supplied with appropriate personal protective equipment when undertaking curriculum based activities which require their use. It is the responsibility of the teacher to ensure all students undertaking the task are wearing the equipment.

Premises and cleaning staff may be required to wear PPE as part of their normal duties. Cleaners are provided with appropriate shoes and all premises staff are issued with a uniform.

### **B19 Health and Hygiene**

The Premises Manager has responsibility for the maintenance and cleanliness of the waste bins. The School Business Manager monitors the standards of cleaning with the aid of the Premises Manager and Cleaning Supervisor. Any issues or concerns should be brought to their attention. Where floors are being cleaned, or are unsafe, a yellow safety sign must be displayed.

### **B20 Kitchens**

Independent Catering have responsibility for the health and safety of their catering staff, kitchen cleanliness, food and other hygiene and compliance with relevant legislation.

The Food technology room (15) is under the responsibility of the Head of DT. At all times the room must remain locked and students can only enter if supervised by an authorised member of staff. When the cookers are not in use the central gas and electricity stop valves MUST be disabled.

### **B21 Educational Visits and Offsite Activities**

The School endorses the Kent Framework for Safe Practice of Educational Visits regulations and residentials or trips involving adventurous activities are approved by the Outdoor Education Unit through the online Evolve approval system. The EVC approves all other school trips and offsite activities. Group Leaders should familiarise themselves with the duties and guidance set out in these regulations. Please also refer to The Judd School Educational Visits Policy for more guidance and the OEAPNG.

A written risk assessment must be carried out by the group leader and authorised by a member of senior management for each offsite trip or activity. All offsite activities must be authorised by submitting an Evolve form for outline approval before commitments are made. Guidance and training is available for new members of staff organising trips from the Finance Department.

#### **B22 Alcohol and Drugs**

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, student or visitor is incapacitated, this must be reported to the Headteacher.

#### **B23 Supervision of Students**

The School supervision policy must be followed in order to ensure the safety of students (please refer to relevant sections of Staff Handbook).

#### **B24 Classrooms**

Teachers will be alert on a daily basis to the following and will report any hazards to the Premises Team (email: premises@judd.kent.sch.uk). Teachers have a responsibility to:

- Check that classroom and work area is safe (via the Classroom Audit).
- Check equipment is safe before use.
- Ensure safe procedures are followed.
- Ensure any accidents are reported and recorded.
- Ensure protective equipment is used where necessary.
- Ensure health and safety issues are reported.
- Ensure guidelines and training are followed.

#### **B25 Site Access/Safe Egress**

In order to ensure safe egress to and from the School site, the entrance to the left of the School building and right of the sports hall is for vehicular movements; there is a pedestrian entrance by the side of the gates which should be used by foot passengers. The smaller gates to the right of the main School is for pedestrian access only. No vehicles must be parked or manoeuvring down this path or in front of the main school building beyond the bollards unless express permission to do so is granted. Street lighting will be on when it gets dark in the evenings. The Lawtons gates should be restricted to vehicular movements only and access to the staff only car park; all deliveries to the School are encouraged to use this entrance and unload at the rear of the RS building. Access to Lawtons from the main School should be via the footpath around the music block. Care must be taken when crossing the road down the side of the music block and Lawtons.

#### **B26 Lettings and Any Other Extended Services**

All businesses or individuals who let the School buildings or grounds for their activities are solely responsible for the Health and Safety arrangements for such activities. Risk assessments will be carried out for activities that may affect health and safety of staff, students and others.

#### **B27 Asbestos Management**

The Asbestos Register is held at Reception. All visiting contractors must read and sign every time they visit. The location of asbestos must be drawn to the attention of contractors due to

work on the building at the planning stage. A type 3 survey will be carried out, by an approved asbestos contractor, if necessary, before any works are undertaken.

### **B28 Visitors**

- All visitors shall be directed by clear signage to the reception and must report to the School Office, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- All visitors shall be made aware of the School's fire arrangements in the event of a fire these are detailed on the reverse of the visitors badge sign in sheet.
- All visitors shall be made aware of the School's emergency procedures.

### **B29 Bomb Alerts**

Bomb alerts will be dealt with in accordance with the School's emergency planning arrangements.

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

### **B30 Risk Assessments**

All risk assessments, except those for Educational Visits, will be electronic versions stored in Judd Info/Health & Safety and are the responsibility of the relevant Head of Department/Manager, with oversight by the Health and Safety Committee, and ultimately the Headteacher. All risk assessments should be reviewed and revised when an incident suggests the risk assessment is not sufficient to reduce manageable risks and at least annually. There should be a written evidence of review by the person responsible for them.

### **B31 Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the School is responsible for. Therefore all identified remedial works will be incorporated into the School's maintenance programme.

Monitoring of the water system is also a statutory requirement and the School will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

Property and Infrastructure Compliance Manager: Estates & Facilities Manager
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### **B32 Working at Heights**

The Work at Height Regulations 2005 should be followed. Before working at height you must:

- avoid work at height if reasonably practical to do so;
- prevent falls by safe use of the right type of equipment;
- minimise the distance and consequences of a fall.

Work should be planned, properly supervised and carried out by a competent person. Take a sensible and pragmatic approach. Appropriate training must have been carried out before safe use of equipment (e.g. PASMA).

**B33 Noise**

Eliminating or reducing excessive noise at work is a legal requirement. Personal Protective Equipment (PPE) must be worn where noise levels are 80 decibels or above. Where excessive constant noise is experienced, staff must report this to the Premises Department for action.

**B34 Temperature**

Where the activity is mainly sedentary (sitting), the temperature should normally be at least 16° C after the first hour. For schools, the minimum temperature is 18°C. There is no maximum temperature for workplaces.

**B35 Monitoring and Review**

It is the responsibility of the Headteacher to monitor and review this policy on a regular basis and advise the Finance Committee and Board of Governors of any additions or amendments which may be required. He will be responsible for communicating any changes that are made. The Governors will periodically review the effectiveness of this policy to ensure its objectives are met. It will be revised when necessary and if legislative or organisational changes occur.

Refer to Appendix C for Useful Contacts.

**Updated by: Tristan Kemp, Assistant Headteacher - Operations**

**Date: October 2019**

This policy has been agreed by the F&GP Committee and ratified by the Full Governing Body.

**The policy was signed by the Chair and Headteacher at the meeting 9 October 2019. Signed copy is on file**

Review Date: October 2020

## SECTION C – RISK ASSESSMENTS/PROCEDURES/POLICIES

### Appendix A:

#### Areas of Responsibility

Classrooms, subject specific offices, stores and resources areas, Schoolroom, dining areas, stairs, corridors, doors, playground and grounds, including All Weather Pitches Boiler Rooms Toilets and Shower Rooms Premises Office Lifts Vizards	Heads of Department and Premises Manager
Science Laboratories and Prep Rooms	Head of Biology / Chemistry / Physics
Technology areas/Food Technology	Head of Design Technology
ICT areas	ICT & Systems Managers
Art rooms	Head of Art
Gym and sports areas	Head of PE & Games
Music areas	Head of Music
Sixth Form areas	Head of Sixth Form
Library	Librarian
Finance Office	School Business Manager
Administration areas	Office Manager
Kitchens	Independent Catering Limited / Premises Manager / School Business Manager

## Appendix B:

### List of Risk Assessments, Policies and Procedures to complement this Policy

- Asbestos management
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- School events
- School facilities (swimming pools)
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height



## Appendix C: Useful Information

For all online references, please refer to <http://www.kelsi.org.uk/school-management/health-and-safety>

### **Schools Appointed H&S Competent Person - Handsam Ltd.**

**Tel:** 03332 070737 **Email:** [info@handsam.co.uk](mailto:info@handsam.co.uk)

### **Outdoor Education Unit**

**Tel:** 03000 410901, **Email:** [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

**Location:** The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

### **Client Services – Caretaking, Cleaners and Waste Management**

**Tel:** 03000 416050

Janet Stein – Head of Service

**Tel:** 07740 183708, **Email:** [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

**Location:** Room 2.33, Sessions House, Maidstone, ME14 1XQ

### **Insurance and Risk Management**

Darryl Mattingly, Insurance and Risk Manager.

**Tel:** 03000 416539, **Email:** [insurance@kent.gov.uk](mailto:insurance@kent.gov.uk)

**Location:** Room 2.53 Sessions House. Maidstone. ME14 1XQ

### **Staff Care**

Occupational Health, Staff Care Services

**Tel:** 03000 411411, **Email:** [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)

**Location:** Park House, 110-112 Mill Street, East Malling, ME19 6BU

